



JOB DESCRIPTION

JOB TITLE:	Code Enforcement Officer	
DEPARTMENT:	Community Development Department	
REPORTS TO:	Building Manager	DATE: June, 2009
EMPLOYEE UNIT: AFSCME		Supersedes: September, 1999
FLSA EXEMPT:	No	

JOB SUMMARY: Under general direction of the Building Manager, the Code Enforcement Officer is responsible for compliance with sections of the Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs, and related areas. The Code Enforcement Officer may also assist in housing rehabilitation activities of the Housing Division of the Business Assistance and Housing Services Department; performs related work as required.

CLASS CHARACTERISTICS: This is a journey level class that is responsible for investigating, analyzing, and resolving issues related to permit or licensing functions mandated by the Morgan Hill Municipal Code and the Redevelopment Agency. The incumbent is a civilian employee empowered to issue notices of violation, and seek resolutions of problems through administrative processes.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Building Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Responds to public inquiries regarding permits and/or licenses, explaining Morgan Hill Municipal Code requirements and procedures.
2. Ascertains and gathers facts related to applicable ordinances, codes, laws, rules, and regulations and determines and institutes proper action to be taken.
3. Responds to and investigates complaints regarding violations of City ordinances; issues notices of violations stipulating necessary changes for ordinance compliance; takes appropriate action to insure compliance.
4. Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance.
5. Coordinates actions with other departments, programs, jurisdictions, or regulatory agencies.

6. Prepares case information and presents evidence at appeal hearings and other legal proceedings.
7. Explains, interprets, and makes presentations to community groups and businesses.
8. Maintains records of applications, inspections, investigations, violations, hearings and related data.
9. Completes special projects as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. At least two years of undergraduate course work equivalent to 60 semester units from an accredited college in a discipline related to the essential functions of this classification.
2. At least two years of experience dealing with the public in any of the following types of work: code enforcement, planning, inspection, investigation, or other closely related experience preferably in a municipal government setting.
3. Additional related experience may be substituted for the education requirement to a maximum of one year.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Applicable city, codes, ordinances and regulations.
2. Municipal code enforcement methods and procedures.
3. Principles of investigation, interviewing, and report writing.
4. Safe and efficient work practices related to inspections and enforcement duties.
5. Techniques of negotiations and conflict resolution.

Skill in:

1. Gathering and analyzing data for the purpose of preparing accurate and concise written and statistical reports.
2. Interpreting and implementing assigned regulations, policies, and procedures as they are related to the program.
3. Interpreting City codes and determining corrective action.
4. Use of common office software including Microsoft Office.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Apply analytical skills and understand impact and consequences of decisions and actions.
2. Read and interpret laws, codes, ordinances and policies.

3. Process information and data in a relevant manner to reach reasonable conclusions and make practical decisions.
4. Establish and maintain effective working relationships with individuals and citizens groups, businesses, and other internal and external agencies.
5. Travel to remote sites within the City to conduct inspections.
6. Work indoors or outdoors in a variety of climactic conditions.
7. Ability to express oneself clearly and concisely both orally and in writing.
8. Meet deadlines, work independently, and operate office equipment.
9. To work alternative work schedules if required.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, crawl, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 30% indoors and 70% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.